

**Herndon Aquatic Club
Commanders
2009-2010 Handbook**

Program Objective:

The objective of Herndon Commanders, under the direction of the Herndon Parks and Recreation Department, is to provide a quality USA swim team to the residents of Herndon and the surrounding areas. The Herndon Commanders is dedicated to providing the maximum opportunity for swimmers to achieve their personal goals in an encouraging environment. Swimmers will be able to participate in several USA swim meets during the year as well as build self-esteem, confidence, physical endurance and friendships with other team members. Swimmers are to dedicate themselves not just to swimming, but to the challenges of responsibility, sportsmanship, competition, and learning which can be beneficial today, tomorrow, and a lifetime. The team was organized in 1982 under direction of Herndon Parks and Recreation Department with Joe Smith as the head coach.

The Herndon Aquatic Club carries the nickname of "Commanders". Commander William L Herndon joined the navy as a midshipman at the age of 15. He was competent and advanced rapidly in his chosen profession. Commander Herndon participated in the Seminole War and the Mexican-American War. He was commander of the steamship "Central America" on its run between Panama and New York. On September 12, 1857, the "Central America" encountered a storm off Cape Hatteras. Herndon fought valiantly to save the \$3 million of gold in the hold and the 575 passengers. When he was aware the ship was doomed, he called "abandon ship", and saw to it the women and children were first to occupy lifeboats. He donned his navel uniform and went below. About 150 passengers survived the sinking, more than enough to make Herndon's bravery well known. In time, the Naval Academy erected a memorial honoring his life.

Herndon Aquatics Club Coaching Staff:

Head Coach Bruce Andersen begins his 3rd year as head coach but has been with the Commanders for 7 years. Bruce brings 24 years of coaching and teaching experience which includes age group, developmental, summer league and high school coaching. He swam competitively in the NVSL (Mantua), in PVS at Starlit Aquatic Club, for W.T. Woodson High School, and continues to compete in United States Masters Swimming.

Other staff members have extensive experience as swimmers, teachers, and coaches.

The Herndon Community Center is responsible for providing coaches and pool time. The Community Center is also responsible for billing and processing all registration fees. If you have a question concerning your billing please contact Lori Rowland at 703-435-6800 x 2124.

The coaches are responsible for the following:

- Organizing and running practices in a professional manner
- Serve as team representative at all swim meets as assigned
- Head Coach will serve as team representative at USA and Potomac Valley Swimming meeting, communicative liaison between the team, the Booster Club and the Center staff.

The parents are responsible for the following:

- Transportation of swimmers to and from practices and meets
- A required contribution to the Booster's Club at the beginning of each year
- Volunteering for any meets that may be held at the Community Center
- Volunteering to time or officiate during the season at USA swim meets
- Abide by the rules and by-laws of the Booster Club

Tuition:

Payment of swim team tuition can be made at the Community Center by cash, check (Made payable to The Town of Herndon), Visa, or MasterCard, or mailed to the Community Center:

Herndon Aquatic Club
P.O. Box 427
Herndon, VA 20172

The tuition options are:

1. Payment of yearly fee at time of acceptance
2. Payment in three installments to be paid by October 15, 2007
3. Payment in six installments to be paid by January 15, 2008. (This option is only available to families with two or more swimmers.

Payments are due on the first of each month and are late if received after the 15th. A \$10.00 late charge will be assessed per late payment. If there are two successive late payments, the swimmers will be considered dropped from the program. Swimmers will only be reinstated when all outstanding registration and late fees are paid.

Insurance and Liability:

USA Swimming insures each swimmer. Each parent must sign a liability waiver and complete a Town of Herndon registration form.

Communication:

Good communication is vital to a successful season. The primary means of communication will be through e-mail. Make sure the coaching staff has your most reliable e-mail address so that we may keep you up to date with team news.

We will also use the team pages on the Town of Herndon's website, www.herndon-va.gov, to provide you with additional information. The team pages are located by clicking on *Parks and Recreation* and then *swim team*.

Two other important web sites are:

Potomac Valley Swimming www.pvswim.org
USA Swimming www.usaswimming.org

If you are new to year round swimming, or if you feel like you still don't understand everything that is going on, check out "Swimming 101" on the USA Swimming web site.

How to reach your coach:

Please use the below emails to reach your individual coach:

Position	Name	Email
Head Coach	Bruce Andersen	Bruce.andersen@herndon-va.gov Bandersen8@aol.com
Assistant Coach	Molly Ballard	ballardmolly@yahoo.com
Assistant Coach	Katie Boxer	Ktboxer@gmail.com
Assistant Coach	Margit Campbell	severinmargit@gmail.com
Assistant Coach	Jill Orton	Jillian.Coleman@gmail.com
Assistant Coach	Kevin Dieter	Kevin.dieter@gmail.com
Assistant Coach	Dylan Evans	coachdevans@yahoo.com
Assistant Coach	Emily Felker	Embily3@hotmail.com
Assistant Coach	Amy Keefer	Amy.keefer@gmail.com
Assistant Coach	Kevin Klinker	Kevin.klinker@gmail.com
Assistant Coach	Erin Quirk	erinlquirk@gmail.com

Practices:

As a member of the Commanders, each swimmer is expected follow certain guidelines when participating in practices. While some training groups may have additional guidelines, every team member should be aware of these basic ones.

- Swimmers should arrive 10 minutes before the start of practice.
- Swimmers should bring all of their necessary equipment every day.
- All equipment should be marked with the swimmer's name and stored in a mesh bag, also marked with the swimmer's name.
- Swimmers should have a water bottle at every practice. Water is appropriate for practices less than 1 hour. Sports drinks are good for practices lasting 1.5 hours or more. No fruit juice, sodas, or energy drinks.
- Swimmers should not wear their team suit or team competition cap to practice.
- Swimmers should be prepared to give their best effort at every practice.
- Swimmers must be respectful and supportive of their fellow teammates.

We don't give warnings about inappropriate behavior. Swimmers who aren't prepared to practice and behave properly will be automatically removed from practice.

Practice Cancellations:

We want our swimmers in the water as much as possible. The team calendar lists the planned days off from practice. If for some reason we decide it isn't possible to hold practice, we will notify team members by the most appropriate means for the circumstances. Inclement weather is the biggest issue and is addressed below. In cases where the pool is closed for health/safety reasons it is not always possible to get the message out in time, but we will make every attempt possible. Most other cancellation notices will be sent out by e-mail during the week prior to the date, or at the beginning of the affected week.

Inclement Weather:

Practice cancellations due to inclement weather will be on the hotline **703-435-6800 x2138**. Usually a decision will be recorded on the hotline by 9:00 PM for the next morning's practices. If Fairfax County Schools announce at night they are closed the next day, there will generally be no AM practice, check the hotline for cancellation of afternoon practices. Cancellations of swim meets will be determined by Potomac Valley Swimming and the updated information will be on the Potomac Valley website, www.pvswim.org.

Swim Meets:

One of the best ways to assess the progress of a swimmer is to see them compete at a swim meet. There is approximately one meet per month available for swimmers. The proposed meet schedule is included in the handbook.

Some meets require qualifying times and the swimmer must achieve the qualifying time to swim at the meet.

Some meets are timed finals; swimmers compete once per event. Others are prelim/finals, or championship meets. At these meets the top 8, 16, or 24 (varies by meet) from prelims come back and compete in that event again at night. Commanders who qualify for finals are expected to return for finals.

The Commanders will not attend meets or meet sessions that do not have sufficient entries from the team.

Swimmers are not permitted to enter PVS meets that are not on the HACC schedule.

Swimmers are not permitted to compete in meets outside of PVS without the approval of the head coach.

Competition swim suits continue to be the subject of scrutiny and change. All decisions about wearing suits other than the team suit for competition must be approved by the head coach. Speed suits of any kind will not be approved for open meets.

Swimmers are asked to swim in as many meets as possible during the season so that we may accurately gauge their progress, and so that we may be sure we are effectively teaching them the skills necessary to perform at their best.

ALL SWIMMERS MUST SWIM A MINIMUM OF TWO MEETS DURING THE COURSE OF THE 2009-2010 SEASON.

Meet information will be available on the Potomac Valley website, www.pvswim.org. If the team is swimming a meet that is not available on the website the information will be sent home with the swimmer. A copy of the meet information will also be posted on the Commanders' bulletin board.

Meet Entry Procedures:

- Meet information is located on the Potomac Valley website, www.pvswim.org
- Swimmers will be given guidance from coaches as to what events to swim
- To enter a meet you must go online to www.herndon-va.gov.
 - Click on Parks and Recreation
 - Click on Swim Team
 - Under Related Links
 - Click on Meet Entry Form
 - Enter all of the requested information and make sure it is accurate
 - Click on Submit
- A master list of entries will be sent by e-mail and posted on the team bulletin board. Entries should be checked for any mistakes. Any mistakes or corrections should be sent to bruce.andersen@herndon-va.gov
- Entries received after the team's published due date may be accepted at the discretion of the head coach, provided the meet director has not closed the meet to further entries. Any late entries that are accepted will be subject to a \$10 per swimmer fee. Please be aware of the due dates.

The following meets are TEAM meets. All Commanders who qualify are expected to compete. Please mark them on your calendar and make every effort to attend these meets:

- October 10-11, 2009 Harvest Moon Invitational (9-12 year olds)
- November 20-22, 2009 Swim & Rock Invitational (9 and over)
- December 10-13, 2009 Tom Dolan Invitational (All ages, must qualify)
- March 4-7, 2010 PVS Junior Champs (must qualify)
- March 11-14, 2010 PVS Senior Champs (must qualify)
- March 18-21, 2010 14 & Under J.O. Champs (must qualify)
- April 16-18, 2010 Cherry Blossom (All ages)

Travel Team:

The team plans to attend three travel meets this season. The 13 and under swimmers will travel to St. Mary's College in January. Swimmers will be responsible for their own transportation and lodging at this meet. Swimmers 11 and over who qualify for the Retriever Elite A.G. / Senior Meet will travel and stay together as a team in Baltimore, MD in January. The 11 and over swimmers who qualify for the Josh Weaver Meet on the Hill will travel and stay together as a team to Chapel Hill, NC in May. Swimmers who qualify for Sectional or National meets will travel and stay with a coach.

To be eligible for the travel team Commanders must qualify for the meet, have paid all dues and fees, and have attended 80% of the scheduled practices. Exceptions for the attendance rule will only be given at the discretion of the head coach, and only in unusual situations such as an extended illness/injury, or some other documented factor outside of the control of the swimmer. Missing practice to attend other activities is not an accepted excuse.

Swimmers who attend the Retriever and Josh Weaver meets must have, and wear, Commander team warm-ups. Swimmers who compete at Sectionals and national level meets are also required to wear team warm-ups.

Booster Club:

The purpose of the Booster Club is three fold:

1. To promote the swim team and its activities
2. To raise funds to buy equipment, pay for coaches' accommodations at travel meets and seminars, parties, swimmer incentives, relay entry fees and various other items needed to maintain a successful swim team
3. To maintain and oversee an entry fund escrow account

As a member of the Commanders you are required to pay a \$60 non-refundable Boosters fee and a \$55 deposit for the entry escrow account

Membership in the Booster Club is automatic to all parents as long as membership fees are paid. The treasurer will have power of signatory for all funds.

Booster Club Officers:

President: Presides over meeting and coordinates club activities

Vice-President: Organizes committees and is in charge of publicity

Treasurer: Makes disbursements of Club accounts after approval by head coach and the HACC Booster Board. Keeps financial records and reports financial status at all board meetings.

Secretary: Keeps minutes and records of/at all board meetings

Current Officers:

President: Kelly Ginieczki

gini41@verizon.net

Vice President: David Howell

david.w.howell@nga.mil

Treasurer: Boyce Ginieczki

gini41@verizon.net

Secretary: Marla Brazier

Brazier@comcast.net

Booster Funds:

These funds will be deposited into the Booster Club account and will be used for the following purposes:

- Travel fund which provides travel expenses to swimmers who qualify for national and zone meets
- Travel expenses where overnight stays are required
- Coaches' clinic registration
- Training tapes, videos, and literature
- Incentives and awards for swimmers
- Materials for club socials and parties

Meet Entry Escrow Account:

Every time your child competes in a meet, the swimmer is charged an entry fee for each event. This charge may vary from meet to meet but is usually \$3.50 to \$5.00 per individual event. Relays have additional cost; however, the boosters club will absorb the cost of all relays. A \$10.00 administrative fee will be charged once a year to each swimmer's account.

Each swimmer is expected to compete in two USA Swimming sanctioned swim meets, and as a member of HAC is required to maintain an entry fee escrow account. This amount should be maintained at a level of approximately \$55.00. This account is used for payment of above entry fees to various competitive meets the swimmers may enter. Entry fees are drawn from the funds in the account to expedite the entry process. When this fund gets too low, you are expected to bring it up to the \$55.00 nominal amount. You will receive a notice when your fund becomes low. Swimmers WILL NOT be entered in future meets if their escrow account has insufficient funds. Should you leave the team, any remaining money in the escrow account is refunded at your request.

Team and HCC Rules:

1. All swimmers must have required equipment at practices.
2. Aardvark Swim & Sport, Inc. is the supplier for HAC equipment and supplies. An order form should be available through the coaches. It is possible to order by mail or visit the store, 14221 A Suite 150 Willard Road, Chantilly, VA. 20151. Call the store, (703-631-6045) first to see if the desired items are available. Team t-shirts and caps are available through the coaches.
3. Please be prompt for practices
4. A swimmer must have permission from the coach to leave the deck once practice has started.
5. Appropriate behavior is expected when using the facilities at the Herndon Community Center. Anyone causing problems will be reprimanded and subject to suspension from the team. No warnings will be given.
6. Please arrive at meets 15 minutes before the warm-ups are scheduled to start. Check-in with the coaches and receive instructions. Swimmers may be removed from any meet for health/safety reasons if they miss warm-ups.
7. Team suit and cap is required for all swim meets. Swimmers should also wear team apparel on deck, including but not limited to a Team t-shirt. Other clothing such as shorts, sweatshirts and sweat pants should be brought to keep warm between events. Apparel from other swim teams, including high school and summer teams is not permitted while representing the Commanders.

8. Swimmers must remain in the team area during meets. Swimmers must have permission of a Commanders coach before leaving the deck during meets.
9. No deck changing.
10. Remember you are a member of the COMMANDERS and your actions are a reflection of the team.
11. If you need to talk to one of the coaches please email them to set up and appointment. Please do not disrupt practices.
12. Commanders are required to pay the admission fee to use any part of the facility other than to attend team practices and events.
13. Parents/Guardians of swimmers 8 and younger must remain in the building during practice.
14. Parents who stay to watch practice must sit in the bleachers or in the hallway. Sitting on the benches near the practice area is not permitted as it is distracting to your swimmer, and the area is reserved for patrons to place their belongings while using the facility.
15. Commanders are not permitted to use the handicapped showers, saunas, hot tub, or diving board. Swimmers who are able to dress themselves are expected to use the locker rooms.
16. Food is not allowed on deck.
17. Swimmers are not allowed to use energy drinks at practice or meets. Swimmers may be removed from the activity if the coach deems it necessary for the swimmer's well-being.
18. Parents must refrain from sitting in the handicap parking spaces while waiting for swimmers to come out.

Herndon Commanders
2009-2010
Proposed Meet Schedule

Date	Meet	Entries Due
October 3, 2009	PVS Swimposium	
Oct. 10-11, 2009	Harvest Moon Invitational <i>9-12 Year olds</i>	September 24, 2009
October 16-18, 2009	PVS October Open <i>13 and over</i>	September 24, 2009
Oct. 31-Nov. 1, 2009	Fall Gator Mini Meet <i>8 & Under</i>	October 13, 2009
November 6-8, 2009	PVS November Open <i>9 and over</i>	October 20, 2009
November 20-22, 2009	Swim & Rock <i>9 and over</i>	October 29, 2009
November 22, 2009	Pilgrim Pentathlon <i>8 and under/Coach Approved</i>	October 29, 2009
December 4-6, 2009	Turkey Claus <i>Requires qualifying time</i>	November 19, 2009
December 10-13, 2009	Tom Dolan Invitational	November 19, 2009
January 2-3	Senior Circuit <i>Requires qualifying time</i>	December 15, 2009
January 2-3, 2010	PVS January Distance Meet <i>Coach Approval Required</i>	December, 15, 2009
January 16-17, 2010	Polar Bear Meet <i>14 and under</i>	December 22, 2009
January 2010	Retriever Classic <i>11 and over Travel Meet</i> <i>Requires Qualifying Times</i>	TBA
January 2010	St. Mary's Odd Age Group <i>13 and under</i>	TBA
January 23-24, 2010	January Open	January 5, 2010
February 6-7, 2010	FISH Qualifier <i>9 and over</i>	January 19, 2010
February 13-14, 2010	Winter Gator Mini Meet <i>8 and under</i>	January 26, 2010
February 14-15, 2010	February Distance Meet <i>Requires coach approval</i>	January 26, 2010
February 19-21, 2010	18 & under Champs	January 28, 2010

March 4-7, 2010	PVS Junior Champs	February 16, 2010
March 11-14, 2010	Senior Champs <i>Requires Qualifying Times</i>	February 23, 2010
March 18-21, 2010	14 and under JO Champs <i>Requires Qualifying Times</i>	February 23, 2010
March 25-28, 2010	Sectionals <i>Requires Qualifying Times</i>	March 3, 2010
April 1-3, 2010	Eastern Zone Champs <i>Must Qualify For Team</i>	TBA
April 16-18, 2010	Cherry blossom Invitational	TBA
April 2010	Machine LC Classic <i>9 and over</i>	TBA
May 2010	Early Bird LC Meet <i>9 and over</i>	TBA
May 2010	UNC-Meet on the Hill <i>Requires Qualifying Times</i>	April 2010

The meets above represent the **proposed** meet schedule for the season.

The Commanders may or may not attend every meet. It is possible that meets not listed above could be added/substituted during the season.

Dates are for planning purposes, but may change as the season progresses. The coaching staff will make every attempt possible to inform you of changes as they are published.

Meet announcements for the local meets are posted on the PVS web site www.pvswim.org. We will e-mail these, as well as the travel meet announcements as they become relevant.

Refer to the team handbook for directions to enter meets. Commander swimmers must submit entries using the online entry form, or through their coach. Do not send entries to the meet director listed on the meet announcement.